

3. Publication Plans for Program of Instruction:

Inquiry was made by [REDACTED] when the Revised Program of Instruction would be available and who would get copies in DD/P. [REDACTED] was informed by [REDACTED] that the greatly expanded OTR Catalog would replace, for many people, any need for a new POI. TLO's from the FE Division and the SE Division expressed no particular need for having a POI readily available provided such could be consulted within OTR as needed. [REDACTED] emphasized the great deal of labor involved in keeping a POI actively current and that its principal benefits were for internal administrative use within OTR. However, a very limited distribution outside the Office will probably be made. Priority for publication will be given to the OTR Catalog due early in October.

4. Low Enrollments in ACE and ACO Courses:

Announcement was made by [REDACTED] of the decision to cancel the ACE and ACO courses, each of which were scheduled to be offered for the first time on 16 August. At the time of cancellation, enrollment in the ACO totalled only three (3); one of these was from DD/P and two from OTR. Only four (4) had been enrolled in the ACE. Although OTR was reluctant to announce these cancellations it was obviously unfair to ask the high-level guest instructors to sacrifice their time from their principal duties to conduct instruction for so few students.

ACE will be offered at the next scheduled date (4 to 15 October). The first running of the ACO will be from 25 October to 12 November and the CPW scheduled to be taught by the same instructor, will not be offered at that time.

[REDACTED] recommended that the initial scheduling of a new advanced course be approximately three (3) months after date of announcement to permit general dissemination throughout all offices and to give time for interested students to complete necessary prerequisites. There was general concurrence that this would be a desirable practice. [REDACTED] commented on the difficulty in trying to schedule personnel for training courses while on home leave if these cancellations persist. OTR was sympathetic to the problem but identified the solution as resting with the geographic divisions. For hardship cases OTR can and will make tutorial arrangements.

5. FI Follow-Up on Unfavorable Evaluations:

Copies of a routing form used by the FI Training Officer to follow up with the geographic divisions on unfavorable training evaluations, were made available to the group by [REDACTED] and mention was made by him of some of the favorable reactions effected through the efforts of [REDACTED]. It was generally agreed that this follow-up was beneficial and should be extended to include similar emphasis on

outstanding performance. It was suggested that the opening paragraphs of the form be changed to eliminate any reference to the assessment and provide for calling attention to either unfavorable or outstanding performance. A considerable number of the unfavorable evaluations in the past dealt with clerical personnel.

6. [REDACTED] Meeting:

[REDACTED] announced that agenda items for the 19 August meeting at [REDACTED] should be turned in by 17 August, and [REDACTED] agreed to provide a list of DD/P representatives by that date as well as agenda topics particularly related to the training site.

7. Special Study Group Briefing:

[REDACTED] commented on the conduct of the OTR briefing given to the Special Study Group. Two principal subjects of interest to the Special Study Group were the place of Assessment and Evaluation, and Language Training. A general observation was made by [REDACTED] that the Group would probably conclude that the Agency should be built up. Any such personnel increase throughout the Agency would permit a more orderly flow of individuals into requisite training.

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A. Agreement was reached to cancel the EE Course scheduled to begin 23 August. Unless enrollments increase in the Air Ops Course to a minimum of six (6) by the closing date, 13 August, the next scheduled course will be cancelled. [REDACTED] were to make renewed efforts to forestall cancellation.

B. There were several comments on the BIC with regard to (a) scheduling another BIC(CS) before 1 November, and (b) merging of the BICs, and (c) admission of clerical personnel to BIC(CS).

According to present enrollment data there is no point in scheduling another BIC. [REDACTED] announced that [REDACTED] had not taken a positive position against any merger of the BICs. In general, it has been proved that clerical employees should not be admitted to the BIC(CS) particularly, unless their ranking on EOD tests were unusually high. Inquiry was made by [REDACTED] as to interest of the CS Committee in extending EOD testing as a preliminary to the Administrative Course. This can serve as an excellent means of identifying clerical personnel with unusually high qualifications. [REDACTED] agreed that the CS Committee would respond to this by 2 September.

C. Mention was made by [REDACTED] of the staff study prepared by him on NSC 54-12, and the discussion of the staff study by Messrs. Cabell, Wisner, [REDACTED], Baird and [REDACTED] scheduled for the afternoon of 12 August.

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